COUNCIL OF THE CITY OF ATLANTA   **RE: CLAIM FOR DAMAGES**
MUNICIPAL CLERK
City Hall   Today's Date: _____
55 Trinity Avenue, SW
Atlanta, Georgia 30303

Dear Municipal Clerk:

This is to notify the City of Atlanta that I have suffered damages in the amount of $_____ property
and/or $_____ bodily injury for which I contend the City is liable.

1. Date of incident: _____ 2. Time of incident: _____ 3. Police called: _____

4. Location of incident (including street address): _____

5. Name of your insurance company: _____ Policy No. _____

6. State what and how incident occurred: _____

   _____

   _____

   _____

7. **ALL ESTIMATES AND DAMAGES ARE SUBJECT TO INSPECTION. THE MAKING   OF
    FALSE CLAIMS WILL RESULT IN YOUR CLAIM BEING DENIED AND MAY RESULT IN
    CRIMINAL PROSECUTION!**

8. **The registered owner must make the claim for vehicle damages**, complete the following and
    attach two (2) estimates of repair and proof of ownership of your vehicle.

    Your vehicle: _____
                    (Make) (Year)   (Tag Number)   (Driver's Name)
    City vehicle: _____
                        (Make)   (City Driver's Name)   (Department/Bureau)
9. Witness: _____

10. The acknowledgement of this claim in no way waives the Sovereign immunity of the City of
    Atlanta, as granted by State law, nor is it an admission of liability on behalf of the City of Atlanta
    and/or its employee(s).

11. **Claims must be received within 6 months from the date of the event.**

    I HEREBY SWEAR OR AFFIRM THAT THE   _____
    ABOVE INFORMATION IS TRUE AND   (Print Claimant's Name)
    CORRECT.

                                                                  _____
    _____   (Address)
    Signature of Claimant

                                                                  _____
                                                                  (City, State and Zip Code)

                                                                  _____
                                                                  (Work Number)   (Home Number)